

## LTBB FOOD DISTRIBUTION PROGRAM

### DOCUMENTATION REQUIRED FOR STANDARD DISTRIBUTION

1. A **completed application** which lists all household members, their date of birth, social security numbers and a signature of the applicant.
2. Copies of **tribal membership cards** and **social security cards** for all persons listed on the application.
3. **Income Verification** for the past 30 calendar days for all adults 18 years or older. Income includes but is not limited to:
  - a. Wages: at a minimum, at least two check stubs for all adults receiving wages. Self-employed individuals must submit previous years' income tax form with either a Schedule C or F. This copy must be signed and dated. Persons paid in cash must provide a signed statement from their employer.
  - b. Social Security and Supplemental Social Security benefits. A copy of a check or an award letter from the Social Security Administration can be provided as documentation.
  - c. Pensions
  - d. Public or General Assistance
  - e. Child support payments received. A court order for payments must accompany the application
  - f. Per capita payments
  - g. Scholarship awards for students
  - h. If there is zero income in the household for everyone over 18, a zero income form must be completed.
4. **Resources**: The amount in any bank accounts must be reported on the application. If the amounts are questionable, a copy of bank statements will be required.
5. **Proof of Residency**: Documentation must be provided that states current name and address and matches the address on the application
6. **Child Care Expenses and/or Child Support Deductions**: To claim the allowable child care expenses, a receipt from the child care provider must be submitted. To claim the allowable child support deductions, a copy of the court order must be provided.
7. **Food Stamp Participation**: If you or anyone in the household is receiving food stamp assistance from their county, the household cannot also participate in the LTBB Food Distribution program. This will be checked with the county when an application is received.

***PLEASE NOTE: Failure to adhere to the policies set forth by the USDA Food and Nutrition Service could result in termination of this service to the Little Traverse Bay Bands of Odawa Indians. Documentation must be in place before the distribution of commodities. The complete certification process can take up to one week.***